



# APPLICATION FOR EMPLOYMENT

# GLOBAL UNIVERSITY

1211 South Glenstone Ave. • Springfield, MO 65804

**Instructions to Applicant:** Fill out this form completely. You may attach your resume; however, all sections must be completed.

## PERSONAL DATA

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 Last First Middle

Present Address: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_  
 Number Street

\_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_  
 City State Zip

Previous Address: \_\_\_\_\_  
 Street City State Zip

State age if under 18 \_\_\_\_\_

Are you a US Citizen?  Yes  No

If no, do you have a work visa?  Yes  No  
 (Proof of citizenship or immigration status will be required upon employment.)

Specific position applied for: \_\_\_\_\_

Rate of pay expected: \$ \_\_\_\_\_ Per \_\_\_\_\_

Are you available to work:  Full Time  Part-time  Temporary  Seasonal

If part-time, specify hours: \_\_\_\_\_

Are you a student?  Yes  No If yes, be specific: \_\_\_\_\_

If yes, how many credit hours before you graduate? \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Have you previously made application with us?  Yes  No If yes, date? \_\_\_\_\_

Have you ever worked for us before?  Yes  No If yes, when? \_\_\_\_\_

Are you presently employed?  Yes  No May we contact your present employer?  Yes  No

List hobbies, special interests, and recreational activities: \_\_\_\_\_  
 \_\_\_\_\_

Name of relatives in our employ: \_\_\_\_\_

## DOCTRINE

Are you a Christian? \_\_\_\_\_ Date saved: \_\_\_\_\_ Are you baptized in the Holy Spirit? (Acts 2:4) \_\_\_\_\_

Do you use tobacco? \_\_\_\_\_ Drink alcoholic beverages? \_\_\_\_\_ Use drugs? \_\_\_\_\_

Do you support prochoice? \_\_\_\_\_ Do you advocate gay rights? \_\_\_\_\_

Marital Status:  Single;  Engaged;  Married;  Separated;  Divorced;  Remarried;  Widowed

If engaged, date of wedding? \_\_\_\_\_

If divorced and remarried, is your former spouse living?  Yes  No

If married, has your wife/husband ever been divorced?  Yes  No

Name of church you attend: \_\_\_\_\_ Pastor: \_\_\_\_\_

Church Address: \_\_\_\_\_  
Number Street City State Zip

Please check the services you attend regularly:  Sunday School;  Morning worship;  Sunday Evening  
 Midweek Service;  Youth Service

If active in church work, list activities: \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION**

	Name and location	Major Course	Minor Course	Circle last year completed	Degrees/Certificates
High School		XXXXX	XXXXX	1 2 3 4	XXXXX
College				1 2 3 4	
College				1 2 3 4	
Other (Specify)					

List language(s) (other than English) in which you are fluent: \_\_\_\_\_

**TRAINING AND EXPERIENCE**

Mark items in which you have had training with a "T", or experience with an "E":

- |                           |                            |
|---------------------------|----------------------------|
| _____ Typing _____ wpm    | _____ Proofreading         |
| _____ Shorthand _____ wpm | _____ Word Processing      |
| _____ Filing              | _____ Editing              |
| _____ Accounting          | _____ Layout               |
| _____ Calculator          | _____ Art illustration     |
| _____ Graphics design     | _____ Bulk mailing         |
| _____ Personal computer   | _____ Shipping             |
| _____ Data entry          | _____ Receiving            |
| _____ Bookkeeping         | _____ Marketing            |
| _____ Journalism          | _____ Supervision          |
| _____ Advertising         | _____ Stock Clerk          |
| _____ Receptionist        | _____ Computer Programming |

List computer programs you have worked with:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY

In the space below, give your complete record of employment. Attach additional sheets if necessary. Start with your present or most recent position and work back. List your positions in the order you held them. **EXPLAIN ANY GAPS BETWEEN PERIODS OF EMPLOYMENT.**

Name and address of employer		Type of business
Dates employed FROM:                      TO:	Starting title	Present or last title
Name of last supervisor		Present or last salary \$                      PER
BRIEF DESCRIPTION OF DUTIES:		
Why do you (or did you) wish to leave?		

Name and address of employer		Type of business
Dates employed FROM:                      TO:	Starting title	Present or last title
Name of last supervisor		Present or last salary \$                      PER
BRIEF DESCRIPTION OF DUTIES:		
Why did you wish to leave?		

Name and address of employer		Type of business
Dates employed FROM:                      TO:	Starting title	Present or last title
Name of last supervisor		Present or last salary \$                      PER
BRIEF DESCRIPTION OF DUTIES:		
Why did you wish to leave?		

## U. S. MILITARY SERVICE

BRANCH OF SERVICE: \_\_\_\_\_ DATES OF SERVICE: FROM \_\_\_\_\_ TO \_\_\_\_\_

HIGHEST RANK: \_\_\_\_\_ TYPE OF DISCHARGE: \_\_\_\_\_

COMMENTS (Special skills, Schooling, Etc.) \_\_\_\_\_

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## ADDITIONAL INFORMATION

Add any information you feel is pertinent. For instance, you might summarize your over-all experience and relate it to your career goals. Also use this section to expand any statements made in other sections of this form, identifying these by section type. Include any times you expect to be off work.

## PERSONAL REFERENCES

(Do not use former employers, relatives or pastor.)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## APPLICANT'S STATEMENT

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification or misrepresentation are grounds for dismissal in accordance with Global University's policy. I authorize the references listed in this application to give you any and all information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

In consideration of my employment, I agree to conform to the rules and regulations of Global University and acknowledge that my employment and compensation can be terminated, with or without cause, at the option of either the company or myself. I understand that only the President, or his designated representative, has authority to enter into an agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_